

**SECRET**

OSA-1762-64

2 APR 1964

**MEMORANDUM FOR:** Chief, Salary & Wage Division,  
Office of Personnel

**THROUGH:** Director of Finance

**SUBJECT:** Adjustment of Position Number 0156

25X1A 1. It is requested that Position Number 0156 be reclassified from GS-12 to GS-13 level. This position is that of a Senior Finance Officer at a Class "A" U. S. Field Station. The complexities of financial administration of a station which has an approximate strength of [REDACTED] persons which comprises staff, military, contract, contractor tech reps, mechanics, laborers and culinary types warrants this reclassification.

25X1A 2. In addition to the normal financial functions of a large Class "A" Station, it is incumbent upon the Finance Officer to monitor on a continuing basis the costs assessed by a contractor for a [REDACTED] dollar construction program, maintenance of the base and the operation of a mess hall, PX and housing facilities to accommodate the number of people mentioned above. This continuous review of these charges is necessary to protect the Agency from overcharges. The Finance Officer must also be versatile enough in the field of finance to familiarize himself with and completely understand the prime contractor's cost accounting system and procedures. He must initiate steps to prevent overcharges that result from errors in billings such as the application of erroneous overhead rates and unauthorized charges.

25X1A 3. The duties and responsibilities of this position have been discussed with Mr. [REDACTED] of the Salary and Wage Division. In addition to the above general information, Mr. [REDACTED] has been furnished detailed data on subject's position.

25X1A

25X1A 4. Your early consideration will be appreciated.

DOCUMENT NO. 18  
NO CHANGE IN CLASS. ☒

☐ RECLASSIFIED  
CLASS. CHG. 2-1-64 3011  
DATE 30/11/81  
BY 3011/81

*for* JACK C. LEDFORD  
Colonel USAF  
Assistant Director  
(Special Activities)

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25X1A

B&F/OSA/ [REDACTED] :rgu (2 Apr 64)

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